

Mid-Term Progress Reviews Q&A's

Q. What is a progress review?

A. A progress review is a formal feedback session at which the rating official and employee discuss the employee's progress toward meeting the elements in his or her performance plan, the need for any changes to the plan and performance deficiencies the supervisory may have noted.

Q. Are progress reviews mandatory?

A. Yes. Progress reviews are very critical during the performance cycle.

Q. When should my progress review take place?

A. All progress reviews must be completed by April 30, 2007.

Q. Is it true that employees receive scores during Mid-Term Progress Reviews?

A. No. Scores only occur at the end of the rating cycle.

Q. Can employees receive a formal Mid-Term Progress Review if they have only been on their performance plan for 100 days?

A. No. In order for employees to receive their mid-term progress review they must be in their position of record for at least 120 days.

Q. What must a supervisor do if an employee's performance at mid-term indicates that they are not performing at least at a level 3?

A. The supervisor should contact Employee and Labor Relations Services to get assistance in determining what actions should be taken to help the employee bring his/her performance up to Level 3.

Q. What type of changes can be made to my plan during my progress review?

A. Your manager can make necessary changes to your plan either by adding or deleting a critical result in the plan. Some changes to your plans may be due to new work assignments, reorganizations, mission changes or changes resulting from career development activities and/or detail assignments.

Q. What are my responsibilities prior to having my progress review?

A. Prior to the progress review meeting, employees are strongly encouraged to submit written documentation of his or her accomplishments since the last formal performance meeting with his or her rating official.